

STAFF JOB PROFILE

JOB TITLE: Food Service Manager

JOB SUMMARY:

1. Responsible for the management, supervision, and operation of the dining hall.
2. Responsible for providing healthy, quality, on-time food service, to all participants and staff.
3. Train, supervise, and provide continuing education to food service staff.
4. Maintain Dining Hall facilities in accordance with all BSA, State, and Federal standards.
5. Assist in overall operation of SBPC, including custodial tasks.

PRINCIPAL RESPONSIBILITIES:

1. Prepare and work with the Food Service Staff to ensure healthy meals are served at proper temperature, on time, and in adequate quantities for participants, visitors, and staff for Northern Tier.
2. Prepare food orders, including housekeeping products, with review of food inventory semiweekly, by due times specified.
3. Responsible for cleanliness, inventory, and stocking of: beverage area, steam tables, salad bar, napkins and condiment dispensers and other dining hall supplies as necessary.
4. Customer-friendly at all times and cooperate with management, participants, visitors, and other staff members to meet their food service needs. Be flexible to accommodate reasonable changes in scheduling of staff and crews as necessary.
5. Careful with the resources of the Northern Tier program and limit food wastage. Responsible for security of all kitchen and food storage areas
6. Ensure the daily upkeep of hot and cold charts on Dining Hall dishwasher, refrigeration units, freezer, and milk machines.
7. Supervise and provide a schedule for Food Service Staff to: cook and clean, maintain the kitchen, dining hall facility including sweeping, mopping, dining hall floors, make sure tables and chairs are clean; ensure storage areas are clean and orderly, including the kitchen bathroom. This may involve assisting staff assigned to "daily duties".
8. Train Dining Hall, Commissary, and Trading Post staff in the proper SafeServ food handling procedures; in cooperation with appropriate supervisors.
9. Perform other duties as assigned by the base management. These duties may include such things as trail clearing, dishwashing, maintenance projects, custodial work, helping in other departments, and other projects as needed.
10. Maintain approved menu plans, while providing variety.
11. Ensure that all kitchen and dining hall produced waste and recycling are properly disposed of daily.

QUALIFICATIONS:

1. Experience with food-service operation, equipment, menus, and health requirements.
2. Must hold current Minnesota Department of Health Food Service Manager and SafeServ Certification.
3. Ability to understand direction and work with limited supervision.
4. Ability to supervise and work positively with other staff members.
5. Dependability and punctuality.
6. Complete BSA Health and Medical record.
7. High standards of cleanliness.
8. Be a registered member of BSA, Scouts Canada, or the International Camp Staff program.
9. Successful completion of Northern Tier staff training

POSITION REPORTS TO: Trading Post Specialist

Signature

Print name

Date